

Agenda  
City of Dunnellon  
Special City Council Meeting  
20750 River Drive, Dunnellon, FL 34431  
October 26, 2016  
5:30 P.M.

PLEASE NOTE: Individuals wishing to address the City Council please sign in. A three-minute time limit will be administered. PLEASE TURN CELL PHONES OFF.

**Call to Order**

**Pledge of Allegiance**

**Opening Prayer/Moment of Silence** (suggested time limit: 1 minute  
Mayor to request if any invitee is present to open with prayer; if no invitee is present, Mayor will ask if a Dunnellon citizen will volunteer. If no volunteers, a moment of silence will be offered. If a citizen outside of Dunnellon requests to open with prayer, (s)he may so if no invitees/citizens volunteer.)

**Roll Call**

Proof of Publication (Posted on the City's website and City Hall bulletin board on Friday, October 21, 2016)

Chairman's Comments Regarding Agenda  
Public Comments

**CONSENT AGENDA**

(Note: Motion to approve items on the consent agenda is a motion to approve the recommended actions.)

**1. APPROVE PROCLAMATION #PRO2016-14 REGAS WOODS**

**CONSENT AGENDA APPROVAL**

*PROPOSED MOTION: I move the consent agenda be approved as presented.*

**REGULAR AGENDA**

**2. FIRE ASSESSMENT STUDY - PRESENTATION BY CAMILLE P. THARPE WITH GOVERNMENT SERVICES GROUP (GSG)**

Documents:

[Draft Dunnellon Presentation.pdf](#)  
[City of Dunnellon Fire Assessment Study Proposal 10-19-16.pdf](#)

**3. RESOLUTION #RES2016-29, CAPITAL IMPROVEMENT PLAN UPDATE TO INCLUDE PARKS AND SIGNAGE PROJECTS**

PROPOSED MOTION: I move Resolution #RES2016-29 be read by title

only.

PROPOSED MOTION: I move Resolution #RES2016-29 be approved.

Documents:

[2016\\_29 CIP update Reso\\_FINAL20161026.pdf](#)

#### **4. ADJOURN**

*PROPOSED MOTION: I move the City Council meeting be adjourned.*

ANY PERSON REQUIRING A SPECIAL ACCOMMODATION AT THIS HEARING BECAUSE OF A DISABILITY OR PHYSICAL IMPAIRMENT SHOULD CONTACT THE CITY CLERK AT (352) 465-8500 AT LEAST 48 HOURS PRIOR TO THE PROCEEDING. IF A PERSON DESIRES TO APPEAL ANY DECISION WITH RESPECT TO ANY MATTER CONSIDERED AT THE ABOVE MEETING OR HEARING, HE OR SHE WILL NEED A RECORD OF THE PROCEEDING, AND FOR SUCH PURPOSE, HE OR SHE MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. THE CITY IS NOT RESPONSIBLE FOR ANY MECHANICAL FAILURE OF RECORDING EQUIPMENT.

# City of Dunnellon Fire Assessment Study Overview

October 2016



**CORPORATE HEADQUARTERS:**  
1500 Mahan Drive, Suite 250  
Tallahassee, Florida 32308  
T 850-681-3717  
F 850-224-7206

**LONGWOOD OFFICE:**  
280 Wekiva Springs Road  
Protegrity Plaza, Suite 2000  
Longwood, Florida 32779  
T 407-629-6900  
F 407-629-6963



# Project Initiation

- Identify project goals and strategies
- Data collection and review
- Kickoff Meeting

# Data Components

## Service Delivery

- Staffing
- Apparatus
- Service area
- Response protocol

## Call/Incident Data

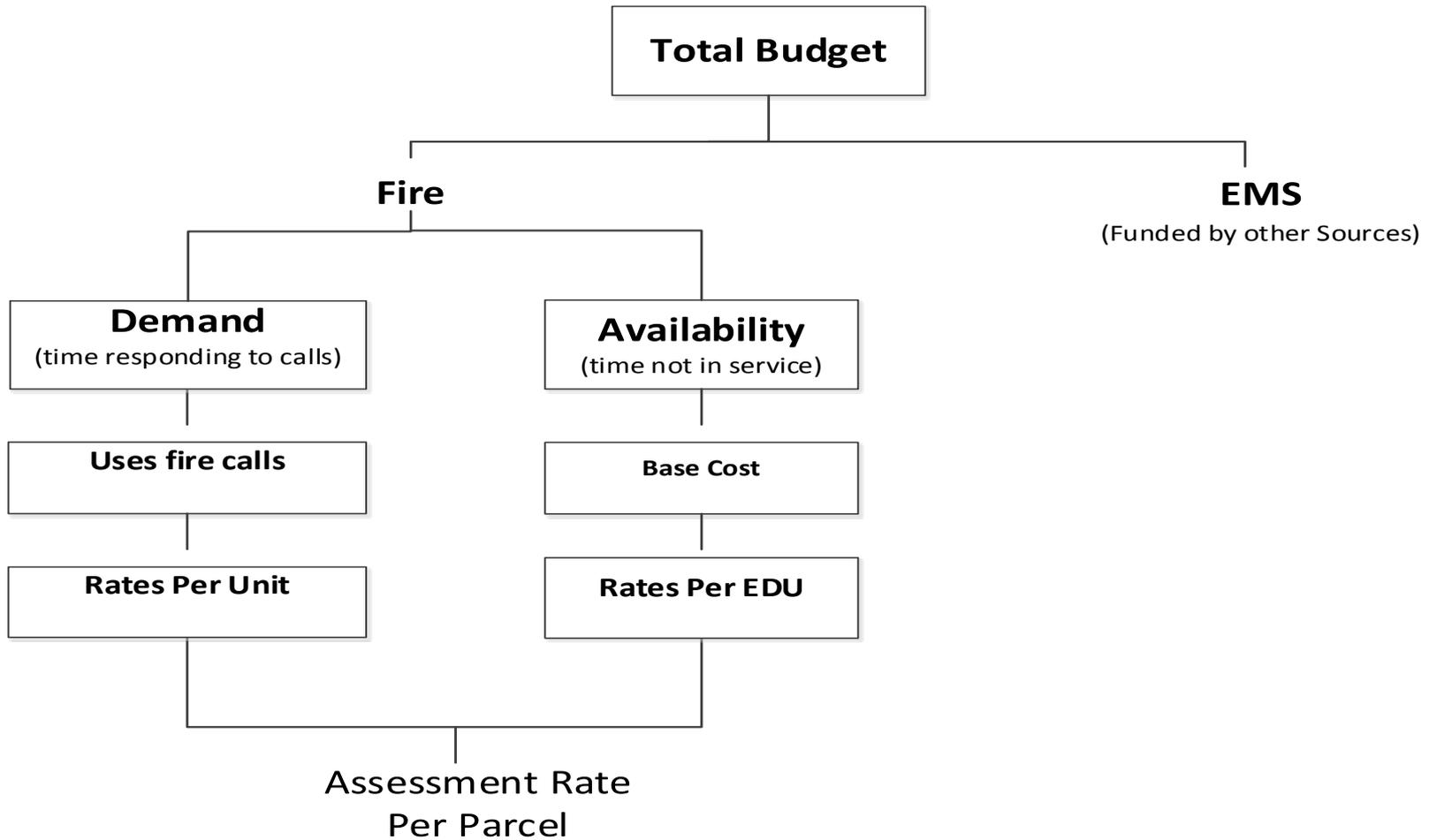
- Calls or Man Hours

## Fire Department Budget

- Allocation between Fire and EMS

## Ad Valorem Tax Roll Data

- Building/Property Use
- Dwelling Units and Square Footage or Ranges



# Call Data Analysis

- NFIRS/FFIRS
- 1 – 3 Years of Data
- EMS versus Non-EMS Calls
- Allocate calls to property categories
- Time in Service

# Assessable Budget Calculations

## Fire Department 5-Year Proforma Budget

- Includes personnel, operating, capital, service improvements, etc.
- Includes other costs as appropriate
  - Study costs
  - TC and PA costs
  - 5% adjustment for uncollected assessments
- Net revenue



# Assessable Budget Calculations

## Allocation of Budget Between Fire and EMS

- Direct Allocation
- Administrative Factor Allocation
  - Based on Staffing (Primary Responsibility)
    - EMS
    - Fire
- Operational Factor Allocation
  - Based on Call Data
  - EMS incidents
  - Non-EMS incidents

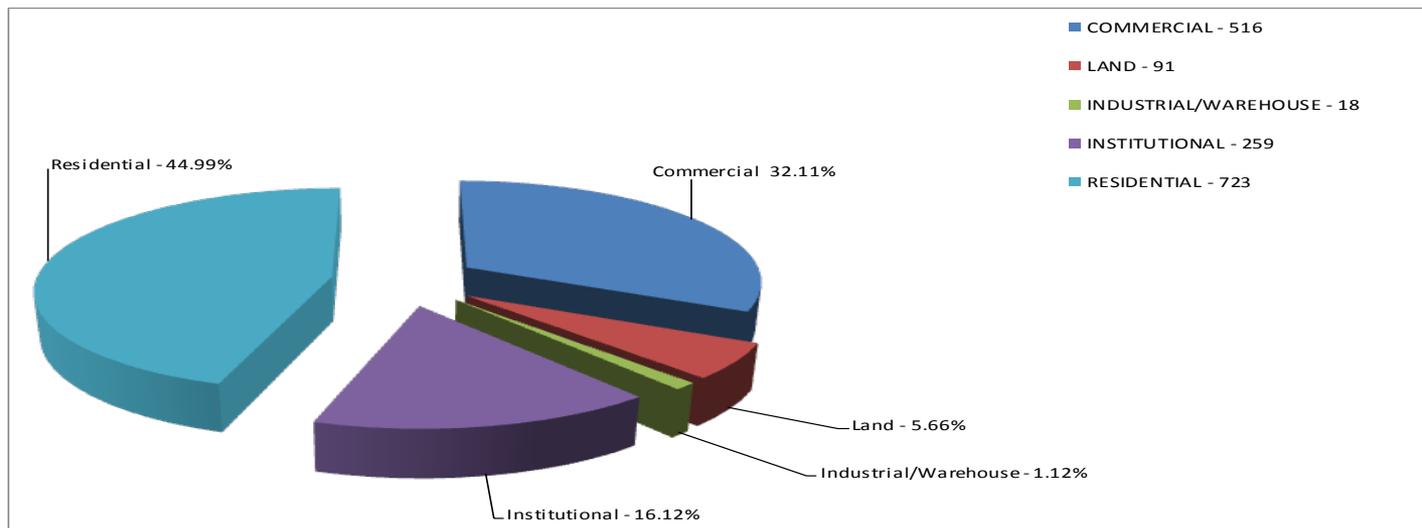
# Cost Apportionment

- Utilizes net assessable budget
- Assessable Budget split between Demand and Availability
  - Demand– Based on Time in Service
    - Total Man-Hours on calls, training, et.
  - Availability – Based on Time Available (Not in Service)
    - Total remaining Man-Hours

# Demand

## Parcel Apportionment Methodology

- Apply percentages of calls per property category to net allocated assessable budget
- Divide the net allocated assessable budget per category by number of billing units in each category to calculate a rate per billing unit for each category
- Apply the rate per billing unit to each parcel based upon the classification of buildings on each parcel



# Availability

- Converts all primary structures to an equivalent dwelling unit (EDU) based on the average size of a single family structure
- All residential dwelling units assigned 1 EDU
- All non-residential structure are assigned EDU value based on dividing square footage of building by average sized single family structure
- Divide the net allocated assessable budget by the total number of EDUs to get a rate per EDU
- Apply the rate per EDU to each parcel based upon the number of EDUs calculated for each building on each parcel
- Does not apply to miscellaneous buildings or land

# Assessment Roll Database

- Utilize existing ad valorem tax roll data
- Identification of all benefitted parcels
- Determine number of billing units for each parcel
- Determine fair and reasonable apportionment
- Field work as necessary
- Top 100 reports
- Ad valorem comparisons

# Top 100

| PID                | AltKey  | Owner Name                        | Situs                 | Taxable Value | Market Value | Exemption         | BldgNum | BUC                           | Category    | Units | Unit Type | Asmt Amt    |
|--------------------|---------|-----------------------------------|-----------------------|---------------|--------------|-------------------|---------|-------------------------------|-------------|-------|-----------|-------------|
| 251924000400020200 | 3528018 | LAKE PORT SQUARE LLC              | 624 LAKE PORT BLVD    | 7,747,881     | 11,297,881   | Non-Exempt Parcel | 1       | 003C - APARTMENTS             | Residential | 205   | DU        | \$31,775.00 |
| 251924000400011600 | 2813091 | LAKE PORT SQUARE LLC              | 600 LAKE PORT BLVD    | 9,285,619     | 12,260,619   | Non-Exempt Parcel | 8       | 003C - APARTMENTS             | Residential | 200   | DU        | \$31,000.00 |
| 151924000400002202 | 1809631 | RANGE PROPERTIES LLC              | 102 TOPPER LN         | 3,418,925     | 3,418,925    | Non-Exempt Parcel | 2003    | MHPK - MOBILE HOME PARK UNITS | Residential | 185   | DU        | \$28,675.00 |
| 231924000100000200 | 1700523 | LAKESHORE MHC LLC                 | 56 ELAINES DR         | 3,094,968     | 3,094,968    | Non-Exempt Parcel | 2004    | MHPK - MOBILE HOME PARK UNITS | Residential | 166   | DU        | \$25,730.00 |
| 281924000400005300 | 1774381 | COACHWOOD COLONY MHP LLC          | 2609 AZALEA PL        | 1,526,721     | 1,526,721    | Non-Exempt Parcel | 2002    | MHPK - MOBILE HOME PARK UNITS | Residential | 112   | DU        | \$17,360.00 |
| 281924000100001600 | 1800854 | COACHWOOD COLONY MHP LLC          | 500 ALEXANDER RD      | 940,165       | 940,165      | Non-Exempt Parcel | 2003    | MHPK - MOBILE HOME PARK UNITS | Residential | 70    | DU        | \$10,850.00 |
| 161924000100002800 | 1756022 | LEESBURG LANDING COMMUNITY LLC    |                       | 1,184,938     | 1,211,328    | Non-Exempt Parcel | 2002    | MHPK - MOBILE HOME PARK UNITS | Residential | 66    | DU        | \$10,230.00 |
| 151924000100001100 | 1699886 | TRSTE LLC TRUSTEE                 | 1911 CITRUS BLVD      | 572,867       | 572,867      | Non-Exempt Parcel | 2008    | MHPK - MOBILE HOME PARK UNITS | Residential | 66    | DU        | \$10,230.00 |
| 241924000300004300 | 1773679 | LAKE GRIFFIN MOBILE HOME PARK LLC | 700 BASS ST           | 641,514       | 641,514      | Non-Exempt Parcel | 2003    | MHPK - MOBILE HOME PARK UNITS | Residential | 60    | DU        | \$9,300.00  |
| 151924000200010100 | 3826561 | CHPC LEESBURG SILVER POINTE LTD   | 2400 SILVER POINT CIR | 2,252,195     | 2,252,195    | Non-Exempt Parcel | 4       | 003C - APARTMENTS             | Residential | 46    | DU        | \$7,130.00  |
| 151924000200010100 | 3826561 | CHPC LEESBURG SILVER POINTE LTD   | 2400 SILVER POINT CIR | 2,252,195     | 2,252,195    | Non-Exempt Parcel | 2       | 003C - APARTMENTS             | Residential | 46    | DU        | \$7,130.00  |
| 151924000200010100 | 3826561 | CHPC LEESBURG SILVER POINTE LTD   | 2400 SILVER POINT CIR | 2,252,195     | 2,252,195    | Non-Exempt Parcel | 3       | 003C - APARTMENTS             | Residential | 46    | DU        | \$7,130.00  |
| 151924000400004700 | 2512792 | RANGE PROPERTIES LLC              | 1514 FLORA LEE DR     | 758,170       | 758,170      | Non-Exempt Parcel | 2001    | MHPK - MOBILE HOME PARK UNITS | Residential | 42    | DU        | \$6,510.00  |
| 231924000400005600 | 1773504 | LAKE GRIFFIN MOBILE HOME PARK LLC | 200 LOWE RD           | 330,960       | 330,960      | Non-Exempt Parcel | 2001    | MHPK - MOBILE HOME PARK UNITS | Residential | 38    | DU        | \$5,890.00  |
| 151924000400002201 | 1699860 | RANGE PROPERTIES LLC              |                       | 683,620       | 683,620      | Non-Exempt Parcel | 2001    | MHPK - MOBILE HOME PARK UNITS | Residential | 38    | DU        | \$5,890.00  |
| 151924000200007200 | 2615648 | LEESBURG LANDING COMMUNITY LLC    | 80 DOCKSIDE DR        | 827,554       | 827,554      | Non-Exempt Parcel | 2004    | MHPK - MOBILE HOME PARK UNITS | Residential | 34    | DU        | \$5,270.00  |
| 201925000400007300 | 3861358 | SLEEPY HOLLOW APARTMENTS LTD      | 131 BAYOU CIR         | 3,290,160     | 3,290,160    | Non-Exempt Parcel | 6       | 003C - APARTMENTS             | Residential | 24    | DU        | \$3,720.00  |
| 221924000300035000 | 3815864 | CYPRESS OAKS COMMUNITY LTD        | 336 SANDY OAK CIR     | 2,782,847     | 2,782,847    | Non-Exempt Parcel | 2       | 003C - APARTMENTS             | Residential | 24    | DU        | \$3,720.00  |
| 221924000300035000 | 3815864 | CYPRESS OAKS COMMUNITY LTD        | 336 SANDY OAK CIR     | 2,782,847     | 2,782,847    | Non-Exempt Parcel | 5       | 003C - APARTMENTS             | Residential | 24    | DU        | \$3,720.00  |
| 221924000300035000 | 3815864 | CYPRESS OAKS COMMUNITY LTD        | 336 SANDY OAK CIR     | 2,782,847     | 2,782,847    | Non-Exempt Parcel | 6       | 003C - APARTMENTS             | Residential | 24    | DU        | \$3,720.00  |
| 201925000400007400 | 3866004 | SLEEPY HOLLOW APARTMENTS II LTD   | 115 BAYOU CIR         | 2,452,414     | 2,452,414    | Non-Exempt Parcel | 1       | 003C - APARTMENTS             | Residential | 24    | DU        | \$3,720.00  |
| 201925000400007400 | 3866004 | SLEEPY HOLLOW APARTMENTS II LTD   | 115 BAYOU CIR         | 2,452,414     | 2,452,414    | Non-Exempt Parcel | 3       | 003C - APARTMENTS             | Residential | 24    | DU        | \$3,720.00  |
| 201925000400007300 | 3861358 | SLEEPY HOLLOW APARTMENTS LTD      | 131 BAYOU CIR         | 3,290,160     | 3,290,160    | Non-Exempt Parcel | 5       | 003C - APARTMENTS             | Residential | 24    | DU        | \$3,720.00  |
| 221924000300035000 | 3815864 | CYPRESS OAKS COMMUNITY LTD        | 336 SANDY OAK CIR     | 2,782,847     | 2,782,847    | Non-Exempt Parcel | 4       | 003C - APARTMENTS             | Residential | 24    | DU        | \$3,720.00  |
| 221924000300035000 | 3815864 | CYPRESS OAKS COMMUNITY LTD        | 336 SANDY OAK CIR     | 2,782,847     | 2,782,847    | Non-Exempt Parcel | 3       | 003C - APARTMENTS             | Residential | 24    | DU        | \$3,720.00  |
| 201925000400007400 | 3866004 | SLEEPY HOLLOW APARTMENTS II LTD   | 115 BAYOU CIR         | 2,452,414     | 2,452,414    | Non-Exempt Parcel | 4       | 003C - APARTMENTS             | Residential | 24    | DU        | \$3,720.00  |

# Assessment Rate Calculations

- Infinite Number of Scenarios
- Millage Offset
- Parcel Specific Impacts
- Winners and Losers

# Assessment-Millage Rate Comparison

- Interactive Rate/Revenue Database
  - Shows impact of assessment and ad valorem rates for each parcel based on various rate scenarios

| Sample Rate Table for Interactive Database |  |                       |
|--|--|-----------------------|
| Fire Funding Options                       |  |                       |
| <b>Fire MSTU Millage Rate</b>              |  | <b>1</b>              |
| 1 Mill generates approximately \$XXX       |  |                       |
| Fire Assessment - MSBU Rates               |  | Rate                  |
| Residential                                |  | \$226.75              |
| Unit Type                                  |  | dwelling unit         |
| Non-Residential                            |  | square foot           |
| Commercial                                 |  | \$0.11                |
| Industrial/Warehouse                       |  | \$0.02                |
| Institutional                              |  | \$0.52                |
| <b>Total MSTU Revenue</b>                  |  | <b>\$875,376.04</b>   |
| <b>Total MSBU Revenue</b>                  |  | <b>\$3,966,283.25</b> |
| <b>Combined Revenue</b>                    |  | <b>\$4,841,659.29</b> |
| Residential MSTU Revenue                   |  | \$464,590.15          |
| Residential MSBU Revenue                   |  | \$2,500,145.50        |
| Commercial MSTU Revenue                    |  | \$402,836.57          |
| Commercial MSBU Revenue                    |  | \$873,623.85          |
| Industrial/Warehouse MSTU Revenue          |  | \$72,168.11           |
| Industrial/Warehouse MSBU Revenue          |  | \$60,754.10           |
| Institutional MSTU Revenue                 |  | \$25,899.13           |
| Institutional MSBU Revenue                 |  | \$531,759.80          |

## Sample Assessment Roll Database

| PID    | Owner Name | Situs | Taxable Value  | Bldg Count | Total MSTU | Total MSBU  | MSBU Charge by Category |            |                      |               | Units by Category |            |                      |               |
|--------|------------|-------|----------------|------------|------------|-------------|-------------------------|------------|----------------------|---------------|-------------------|------------|----------------------|---------------|
|        |            |       |                |            |            |             | Residential             | Commercial | Industrial/Warehouse | Institutional | Residential       | Commercial | Industrial/Warehouse | Institutional |
| XXXXXX | Jim Jones  |       | \$3,885,138.00 | 16         | \$3,885.14 | \$27,469.71 | \$27,210.00             | \$259.71   | \$0.00               | \$0.00        | 120               | 2,361      | 0                    | 0             |
| XXXXXX | Mike Smith |       | \$303,156.00   | 1          | \$303.16   | \$335.28    | \$0.00                  | \$335.28   | \$0.00               | \$0.00        | 0                 | 3,048      | 0                    | 0             |
| XXXXXX | Jill Small |       | \$531,003.00   | 1          | \$531.00   | \$883.30    | \$0.00                  | \$883.30   | \$0.00               | \$0.00        | 0                 | 8,030      | 0                    | 0             |

# Sample Timeline

| Event   | Date                     |
|---|--------------------------|
| <b>PHASE I</b>                                |                          |
| Notice to Proceed                             | October 2016             |
| Data Collection and Analysis                  | October – November 2016  |
| Develop Apportionment Methodology             | October – November 2016  |
| Proforma Assessment Rates                     | November – December 2016 |
| Draft Assessment Report                       | November – December 2016 |
| <b>PHASE II</b>                               |                          |
| Resolution of Intent                          | By January 1, 2017       |
| Ordinance                                     | January – February 2017  |
| Initial Assessment Resolution                 | January – February 2017  |
| Notices                                       | February – March 2017    |
| Final Assessment Resolution                   | March – April 2017       |
| Certify Fire Assessment Roll to Tax Collector | By September 15, 2017    |
| Tax Bills Mailed                              | November 2017            |

October 19, 2016

**Via E-Mail Transmission**

Dawn M. Bowne  
City Clerk/Interim City Manager  
City of Dunnellon  
20750 River Drive  
Dunnellon, FL 34431

**Re: City of Dunnellon – Fire Services Assessment Program Proposal**

Dear Ms. Bowne,

This correspondence is written to present a scope of services for Government Services Group, Inc. (“GSG”) to provide professional services and specialized assistance to the City of Dunnellon (“City”) and its staff with the development of a non-ad valorem funding alternative for the City’s fire services through the development of a special assessment program.

The objective of this project is to develop non-ad valorem special assessments based on public policy established by the City within the constraints of readily available data and legal precedent. To fulfill this objective, we will accomplish the following tasks:

- (1) Provide specialized services that assist the City in developing a legally defensible method of apportioning the assessments;
- (2) Review of the legal documents prepared by the City Attorney that provide the implementation documentation for imposing and collecting the special assessments using the tax bill collection method for Fiscal Year 2017-18; and
- (3) Provide an assessment roll that will collect the annual assessments; the roll will be capable of being efficiently updated in subsequent years.

The attached work plan is designed to provide the following deliverables during this project:

- An Assessment Report which includes (a) the assessment cost calculations, (b) the description of the apportionment methodology, and (c) an implementation schedule;
- Review of all implementing resolutions for the annual assessment program that will allow for collection using the tax bill collection method for Fiscal Year 2017-18;
- Billing algorithms necessary to calculate the fire protection assessments pursuant to the proposed methodology;
- The final fire assessment rates;
- An assessment roll in an electronic format capable of merging with the City’s real property tax roll in conformity with the requirements of the uniform method of collection for Fiscal Year 2017-18; and,

- The statutorily required notice and billing documentation that is required for using the tax bill collection method for the annual assessment program in subsequent years.

Attached as Appendix A is the work plan under which GSG will assist the City in developing and implementing the assessment program. The scope of services is based on the assumption that the City will be an active participant and provide all of the requisite information and data to develop the Assessment Methodology. GSG will work under a lump sum professional fee arrangement as described in the attached scope of services. The appendix also provides a list of project deliverables, delivery schedule and payment schedule. Upon receiving notice to proceed, we will provide a detailed critical events calendar and a schedule for project deliverables that is tailored to the City.

The professional fees required to assist the City in developing and implementing the contemplated assessment program does not include litigation defense services. However, we do all of our work with an eye on potential legal challenges in an attempt to maximize both the efficiency and the effectiveness of any defense. In the event there is a challenge, we would be available, on an hourly basis, to assist the City in its defense. Upon review and satisfactory determination, please execute where indicated to acknowledge acceptance of the attached proposal and to serve as proper Notice to Proceed. Upon execution, please provide our office with a signed copy for our files.

We look forward to working with the City of Dunnellon on this very important project. If you or any other City officials have any questions, please feel free to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Camille P. Tharpe".

Camille Tharpe  
Senior Vice President

# Appendix A

FIRE SERVICES ASSESSMENT PROPOSAL  
FISCAL YEAR 2017-18

# Scope of Services

## PHASE I - FIRE ASSESSMENT PROGRAM DEVELOPMENT

- Task 1: Project Initiation:** GSG will meet with City staff to ensure complete understanding as to the engagement's objectives and required time frame. All parties will agree as to the proper course of events and tasks to be accomplished. GSG will then provide the City with a detailed Critical Events schedule that identifies pertinent deliverables along with a project timeline for completion.
- Task 2: Evaluate Data Pertaining to Fire Rescue Services:** GSG will evaluate City documents, ad valorem tax roll information, fire call data, agreements, reports, levels of service, five-year budget requests, projected long-term capital needs and other data pertaining to the provision of the fire services.
- Task 3: Review and Evaluate Outstanding Issues:** Research, identify and evaluate outstanding funding issues that need to be addressed during the development of the fire services funding options and apportionment methodology and assist the City in identifying policy decisions necessary to implement a City assessment program for Fiscal Year 2017-18.
- Task 4: Determine Full Costs of Services:** Evaluate the full cost of fire service delivery, using the City's most current financial information including direct and indirect costs.
- Task 5: Analyze Call Data and Correlate with Property Data:** Evaluate a minimum of one year of the City's fire incident reports, correlate the fixed property uses on the reports to comparable property uses on the tax roll. Analyze all property use categories within the City to determine which parcels receive a special benefit from the provision of Fire Rescue Services.
- Task 6: Develop Apportionment Methodology:** Develop a fair and reasonable method of apportionment and accurate classification of parcels using the current ad valorem roll and fire incident data reports. Review the assessment methodology for legal sufficiency and compatibility with the tax bill method of collection. Create a preliminary assessment roll database using the current tax roll and apply the apportionment methodology to the database to test validity and legal sufficiency.
- Task 7: Identify Service Delivery Issues:** Identify and analyze any potential service delivery issues that may affect the apportionment methodology.
- Task 8: Determine Assessment Rates:** Calculate a proforma schedule of rates based on the developed apportionment methodology and revenue requirements for the assessment program using the developed assessment roll.
- Task 9: Identify Revenue Requirements:** Advise the City in determining the total fire department service assessment revenue requirements to ensure recovery of the costs of net fire service delivery revenue requirements, implementing the program and collecting the assessment.
- Task 10: Review Legal Sufficiency of Assessment Methodology:** Review the assessment methodology for legal sufficiency and compatibility with the tax bill method of collection. Ensure that the data approach used is the data needed for the tax bill collection method in recurring years.
- Task 11: Present Results to City:** Prepare a draft Assessment Report that identifies the apportionment methodology, benefitted properties, proforma assessment rates, and alternatives for funding fire services. The report will also include a cost analysis, revenue generation options, and the steps and timetable for implementing the fire assessment to be collected on the November 2017 tax bill. Present the draft report to City staff for input, revise as necessary, produce a final report, and present the report to the City Council.

## **PHASE II - FIRE ASSESSMENT PROGRAM IMPLEMENTATION**

- Task 12: Assist with Fire Services Assessment Ordinance** Advise the City's legal counsel in the drafting of a fire services assessment ordinance to establish the procedures for implementation of a fire services assessment program.
- Task 13: Assist with Assessment Resolutions** Advise the City's legal counsel in drafting the assessment resolutions that conform to the assessment ordinance and that implement the City's policy decisions and proposed methodology.
- Task 14: Assist with Rate Adoption Process** GSG will advise and assist with fulfilling the legal requirements for the adoption of the annual assessment rate resolution and certification of the assessment roll in accordance with section 197.3632, Florida Statutes, including:
- (a) Produce Notice Roll** After verification of rates for the assessment program, GSG will create the notice roll by applying the rates to the assessment roll.
  - (b) Distribution of First Class Notice** GSG will develop the first class notice and distribute to any affected property owners (only if required).
- Task 15: Create Final Assessment Roll** GSG will update the assessment roll with any corrections and updates received from the City. Final rates will be verified and extended to the updated data in order to create the final assessment roll. The final roll will be provided to the City.
- Task 16: Certify, Export and Transmit the Final Assessment Roll in Conformance with Uniform Method** Using the final assessment roll, GSG will prepare export files on compatible electronic medium capable of merger with the ad valorem tax roll files and will transmit the file to the Tax Collector in the prescribed format.

## **FEES AND COSTS**

### **PHASE I**

For the professional services and specialized assistance described in Phase I of the Scope of Services, GSG will work under a "lump sum" fee arrangement of \$12,500. Except as noted below, this lump sum fee includes reimbursement for all out-of-pocket expenses.

The lump sum fee for professional services for Phase I includes a total of one (1) on-site visit to the City by GSG staff.

### **PHASE II**

For the professional services and specialized assistance described in Phase II of the Scope of Services, GSG will work under a "lump sum" fee arrangement of \$10,000. Except as noted below, this lump sum fee includes reimbursement for all out-of-pocket expenses.

The lump sum fee for professional services for Phase II includes a total of two (2) on-site visits to the City by GSG staff.

Additional on-site meetings may be arranged at our standard hourly rates, as authorized by the City. Expenses related to on-site meetings will be billed in accordance with section 112.061, Florida Statutes. In lieu of on-site visits, GSG staff can be available to participate in periodic telephone conferences to discuss project status.

GSG’s standard hourly rates are as follows:

**GOVERNMENT SERVICES GROUP, INC.**

|   |       |
|---|-------|
| Chief Executive Officer .....                               | \$225 |
| Senior Vice President .....                                 | \$175 |
| Vice President .....  | \$160 |
| Senior Project Manager/Consultant/Project Coordinator ..... | \$160 |
| Consultant/Database Analyst/Technical Services.....         | \$130 |
| Administrative Support.....                                 | \$ 50 |

The lump sum fee does not include the costs of producing and mailing the statutorily required first class notices (if required) and/or separate bills. Mailing and production costs depend on the number of assessable parcels of property within the assessment program area, but average approximately \$1.35 per parcel. Payment of mailing and production costs is due at the time of adoption of the initial assessment resolution or like document. For non-domestic notices, mailing charges will include the actual amount of postage beyond the domestic rate and if U.S. postage rates increase prior to mailing, the additional postage per notice will be charged.

The City is responsible for any and all newspaper publications, including, but not limited to, making arrangements for publications and any costs associated therewith.

The City is also responsible for any costs incurred to obtain information from the property appraiser or other public officials that is necessary for the assessment program.

Please note that GSG works with the premise of developing and implementing assessment programs with an eye on potential legal challenges in an attempt to maximize both the efficiency and the effectiveness of any defense. Nonetheless, the fees outlined above for professional services do not include any provision for litigation defense. Accordingly, in the event there is a legal challenge, GSG would be available, on an hourly basis, to assist the City in its defense.

**DELIVERABLES SCHEDULE**

**PHASE I**

| <b>Deliverable</b>               | <b>Schedule</b>              |
|----------------------------------|------------------------------|
| Notice to Proceed                | October 2016                 |
| Kick-off Meeting/Data Collection | November – December 2016     |
| Data Analysis                    | November – December 2016     |
| Proforma Budget Development      | November – December 2016     |
| Proforma Assessment Rates        | December 2016 – January 2017 |
| Assessment Report                | January – February 2017      |

**PHASE II**

| <b>Deliverable</b>                          | <b>Schedule</b>         |
|---|-------------------------|
| Ordinance                                   | January – February 2017 |
| Initial Assessment Resolution               | February – July 2017    |
| First Class/TRIM Notices                    | February – August 2017  |
| Published Notice                            | February – August 2017  |
| Final Assessment Resolution                 | March – September 2017  |
| Certify Fiscal Year 2017-18 Assessment Roll | By September 15, 2017   |

## PAYMENT SCHEDULE

The fees for professional services will be due and payable, based on the following schedule and assuming that notice to proceed is received in October 2016. If notice to proceed occurs after this date, the payment schedule will be condensed over the anticipated number of months remaining to complete the project.

| <b>Schedule</b> | <b>Payment</b>                              |
|-----------------|---|
| December 2016   | \$6,250 – 50% of Lump Sum Fees for Phase I  |
| March 2017      | \$6,250 – 50% of Lump Sum Fees for Phase I  |
| June 2017       | \$5,000 – 50% of Lump Sum Fees for Phase II |
| September 2017  | \$5,000 – 50% of Lump Sum Fees for Phase II |

### ACCEPTED AND AGREED TO:

BY: \_\_\_\_\_  
City of Dunnellon

\_\_\_\_\_  
Date

## RESOLUTION #RES2016-29

**A RESOLUTION OF THE CITY COUNCIL OF DUNNELLON, FLORIDA, AMENDING THE 2016 - 2020 CAPITAL IMPROVEMENT PLAN; PROVIDING DIRECTION TO STAFF TO PREPARE AN AMENDMENT TO THE CAPITAL IMPROVEMENTS ELEMENT OF THE CITY'S COMPREHENSIVE PLAN TO INCLUDE THE UPDATED PROJECTS IDENTIFIED IN THIS RESOLUTION; PROVIDING FOR THE REPEAL OF CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, Staff and City Council have discussed updating the Capital Improvement Plan for Fiscal Years 2016-2020 to include certain Parks and Recreation Improvements; and

**WHEREAS**, the Parks and Recreation Improvements for Fiscal Years 2016-2020 as listed in the attachment hereto as Exhibit "A" shall be added to the City's Capital Improvement Plan.

**NOW, THEREFORE**, be it resolved by the City Council of the City of Dunnellon, Florida, that:

**Section 1.** The Capital Improvement Plan for Fiscal Years 2016-2020 shall be amended to include the Parks & Recreation Improvements as described within Exhibit "A." These projects are listed for identification purposes as follows:

- Blue Run Park Restrooms
- Dunnellon 125<sup>th</sup> Anniversary Park
- Dunnellon Entry Signage
- City Beach Retaining Wall

**Section 2.** City Council hereby directs Staff to prepare an amendment to the Capital Improvement Elements of the City's Comprehensive Plan to include the Parks & Recreation Improvements listed above and further described in Exhibit "A."

**Section 3. Severability.** If any portion of this Resolution shall be declared unconstitutional or if the applicability of this Resolution or any portion thereof to any person or circumstances shall be held invalid, the validity of the remainder of this Resolution and the applicability of this Resolution, or any portion thereof to other persons or circumstances, shall not be affected thereby.

**Section 4. Conflicts.** All resolutions and parts of resolution in conflict with this Resolution are hereby repealed.

**Section 5. Effective Date.** This Resolution shall become effective upon adoption.

Upon motion duly made and carried, the foregoing Resolution was adopted by the City Council of the City of Dunnellon this 26th day of October, 2016.

**ATTEST:**

**CITY OF DUNNELTON, FLORIDA**

\_\_\_\_\_  
DAWN M. BOWNE, M.M.C.  
CITY CLERK, INTERIM CITY MANAGER

\_\_\_\_\_  
NATHAN WHITT, MAYOR

Approved as to form and legality:

\_\_\_\_\_  
Andrew J. Hand, City Attorney

| EXHIBIT "A"   |                                  |  |           |      |           |           |      |      |        |
|---|----------------------------------|--|-----------|------|-----------|-----------|------|------|--------|
| ITEM  | PROJECT                          | DESCRIPTION OF WORK  | AMOUNT    | 2016 | 2017      | 2018      | 2019 | 2020 | Beyond |
| <b>Parks and Recreation Improvements</b>                      |                                  |  |           |      |           |           |      |      |        |
| 1   | Blue Run Park Restrooms          | Construct New Restrooms in Blue Run Park FRDAP=\$150k COD-CRA=\$30k Marion Co=\$120k | \$300,000 | \$0  | \$150,000 | \$150,000 | \$0  | \$0  | \$0    |
| 2   | Dunnellon 125th Anniversary Park | Construct New Bike Park to serve as trail head for Bicyclists COD-CRA=\$23,400       | \$86,000  | \$0  | \$86,000  | \$0       | \$0  | \$0  | \$0    |
| 3   | Dunnellon Entry Signage          | Provide Gateway signage to City, branding and informational signs 2 @ \$10k ea       | \$25,000  | \$0  | \$20,000  | \$0       | \$0  | \$0  | \$0    |
| 4   | City Beach Retaining Wall        | Rebuild City beach retaining wall  | \$25,000  | \$0  | \$25,000  | \$0       | \$0  | \$0  | \$0    |
| <i>BLUE = Bond Proceed Funding      GREEN = Grant Funding</i> |                                  |  |           |      |           |           |      |      |        |